



Flathead County

Planning & Zoning

1035 1st Ave W, Kalispell, MT 59901
Telephone 406.751.8200 Fax 406.751.8210

APPLICATION FOR A VARIANCE

Submit this application, all required information, and appropriate fee (see current fee schedule) to the Planning & Zoning office at the address listed above.

FEE ATTACHED \$ _____

Before completing this application please read instructions on page 4.

1. **APPLICANT:**

Name: _____
Address: _____ Phone: _____
City/State/Zip: _____
Email: _____

INTEREST IN PROPERTY: _____

2. **OWNER:** *(If different from above)*

Name: _____
Address: _____ Phone: _____
City/State/Zip: _____

3. **TECHNICAL/PROFESSIONAL ASSISTANCE:** *(If applicable)*

Name: _____
Address: _____ Phone: _____
City/State/Zip: _____
Email: _____

4. **LOCATION OF PROPERTY FOR WHICH VARIANCE IS SOUGHT:**

Physical Address: _____

5. **ZONING DISTRICT:** _____ **ZONING DESIGNATION:** _____

6. **DATE PROPERTY ACQUIRED:** _____

7. **LEGAL DESCRIPTION:**

Subdivision *(if applicable)* _____ Lot/Tract(s) _____

Assessor # _____ Section _____ Township _____ Range _____

8. **REQUEST FOR A VARIANCE FROM THE PROVISIONS OF** *(State Section, Part, and Paragraph of the Zoning Regulations):* _____

9. **THIS IS A REQUEST FOR A VARIANCE IN RELATION TO THE PROVISIONS OF THE REGULATIONS** *(check one below):*

Area _____	Yard _____	Height _____
Coverage _____	Parking _____	Other _____

10. **STATE SPECIFICALLY THE CHANGE(S) PROPOSED AND THE REASON(S) SUCH CHANGE(S) ARE NECESSARY** *(use additional sheet if necessary):*

11. **EXPLAIN HOW YOUR CASE CONFORMS TO EACH OF THE FOLLOWING REQUIREMENTS** *(be complete, use additional sheet if necessary):*

A. Strict compliance with the provisions of these regulations will limit the reasonable use of the property, and deprive the applicant of rights enjoyed by other properties similarly situated in the same district.

B. The hardship is the result of lot size, shape, topography, or other circumstance over which the applicant has no control.

C. The hardship is peculiar to the property.

D. The hardship was not created by the applicant.

E. The hardship is not economic (*where a reasonable or viable alternative exists*).

F. Granting the variance will not adversely affect the neighboring properties or the public.

G. The variance requested is the minimum variance, which will alleviate the hardship.

H. Granting the variance will not confer a special privilege that is denied other similar properties in the same district.

12. **ATTACH A PLOT PLAN OR DRAWING.**

I hereby certify under penalty of perjury and the laws of the State of Montana that the information submitted herein, on all other submitted forms, documents, plans or any other information submitted as part of this application, to be true, complete, and accurate to the best of my knowledge. Should any information or representation submitted in connection with this application be incorrect or untrue, I understand that any approval based thereon may be rescinded or other appropriate action taken. The signing of this application signifies approval for FCPZ staff to be present on the property for routine monitoring and inspection during the approval and development process.

Applicant Signature

Date

INSTRUCTIONS FOR VARIANCE APPLICATION

1. ANSWER ALL QUESTIONS. Answers should be clear and contain all the necessary information.
2. In answering Question 7, refer to the classification system in the Zoning Regulations and explain in detail the specific standards from which the applicant is seeking relief.
3. In answering Question 9, be specific and complete. In this and all other questions, if additional space is needed you may use additional paper, and list which section number you are continuing.
4. Answer Question 10, A-H completely and fully.
5. A copy of the plot plan or site plan must be submitted with each application *(Please include 6 copies if you submit a size larger than 11x17)*.
6. A **Certified** Adjoining Property Owners List must be submitted with the application *(see forms below)*. The list will be sent directly to the Planning & Zoning office, unless you request otherwise. This list is valid for a period of 6 months from date generated. You may also get a certified adjoining landowners list from a title company if you choose.
7. A fee per the FCPZ schedule of fees for a variance application must be submitted with this application to cover the cost of necessary investigation, publication, mailing and processing procedures.



**Flathead County GIS
800 South Main Street
Kalispell, MT 59901**

**Phone (406) 758-5540
Fax (406) 758-5840**



May 13, 2008

To: Whom it may concern
From: Mindy Cochran, GIS Program Manager
Subject: Adjacent Property Ownership List

To obtain a certified list of property ownership, please have the appropriate agency fill out the attached form and submit it to the Flathead County GIS Department at 800 South Main Street, located on the third floor of the old Courthouse.

The search fee is \$75.00 and is due at the time of request to the GIS Department. Please make checks payable to Flathead County. Your certified list will be ready one week from the date ordered. Rush orders will be accepted at the rate of \$150.00 per list.

For orders requested by the Flathead County Planning and Zoning Department, the completed list will be sent directly to the Planning Office. Otherwise, customers may pick up the certified list in the GIS Department.

Please note that the Planning Offices also accept ownership lists searched and certified by a local title company.

ADJACENT OWNERSHIP LIST REQUEST FORM

TO BE FILLED OUT BY THE PLANNING OFFICE, SURVEYOR OR ENGINEER

* SUBJECT PROPERTY OWNER	
* SUBJECT PROPERTY ASSESSOR #	
* SUBJECT PROPERTY LEGAL DESCRIPTION	
* SEC-TOWNSHIP-RANGE	
* BUFFER FOOTAGE	
* CONTACT PERSON	
* PHONE #	
BILLING ADDRESS	
* TODAYS DATE	
PICKUP DATE	
SUBCODE	
* PLANNER, SURVEYOR OR ENGINEER	

Fields marked with an * are required.
Incomplete forms will not be accepted.
Allow 1 week from receipt by GIS office.

Order forms can be submitted in the GIS office, by fax, or email.

Fax number: 406-758-5840

Email address: gis_ownership@flathead.mt.gov

Certified Ownership List - (Includes Paper Copy and Vicinity Map)

\$75.00

Certified Ownership List - Rush order - 24 to 48 hours

\$150.00